

KOPPEL BOROUGH MAINTENANCE

Work Hours 7:00 am to 3:30 pm - 1/2 hour unpaid lunch

ABILITIES

- Operate trucks, tractors, street sweeper, snow removal equipment, including all mechanical equipment used by the borough
- Utilize grass cutting equipment
- Utilize hand and power tools
- Perform routine plumbing, electrical repairs, and other maintenance repair
- Paint, clean, maintain all of borough properties including landscape, buildings, streets, alleys, parking areas, walks and other areas
- Keeping of records of repair
- Oversee the workings of temporary or part time employees as required
- Meet with officials and attend informational meetings for the borough regarding maintenance duties

DUTIES - Maintain daily work log

Streets, Roads, Alleys, and Grassy areas

- Cut, trim, fertilize, aerify, roll, seed, and water lawns; plant, transplant, prune, spray, cultivate flowers, trees, shrubs, etc.; establish sub-grades and finish grades for lawns, alleys, and athletic areas, etc.
- Maintain grounds and remove snow and ice from streets, roads, and alleys; remove fallen trees branches from parking areas, walks, streets and alleys, etc. Spread anti-skid material and snow removal when necessary in a timely manner.
- Street sweeping in designated areas including contracted street cleaning
- Fallen leaves pick-up and removal from borough streets and alleys
- Mix concrete for patchwork and minor masonry repairs to curbs, walks, catch basins, etc. pour and finish the same; asphalt repair including patching on roadways, walks, and parking areas
- Re-lamp outside lighting fixtures and hang and maintain holiday lighting and decorations
- Advise council of needed repair upon inspection of streets, roads, and alleys

Vehicles

- Maintain trucks and police vehicles, tractors, power mowers, motorized equipment; such as oil, grease, replace spark plugs, oil filters, replace belts, check batteries, water levels, tire pressure, washing and waxing when appropriate. Perform routine preventative maintenance following a predetermined schedule and procedure by replacing filters, lubricate, oil, adjust or replace drive belts, replace worn or defective parts, read gauges and record data. Advise council of condition of equipment and needed repair.

Buildings

- Building maintenance that includes repair, clean, install, replace, and paint. Prepare and paint both interior and exterior surfaces. Perform plumbing and electrical repair including light installation, relamp lighting fixtures both interior and exterior. Advise council of condition and need of repair.

Duties also include other reasonable requests for maintenance issues arising in the borough that are unforeseen and may not be listed here.